



# BOARD OF COUNTY COMMISSIONERS

Leon County Courthouse  
Tallahassee, Florida 32301  
(904) 488-4710

Attachment # 2  
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**Commissioners:**

**BILL PROCTOR**  
District 1

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District 2

**MANNY JOANOS**  
District 3

**BRUCE J. HOST**  
District 4

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District 5

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At-Large

**CLIFF THAELL**  
At-Large

**PARWEZ ALAM**  
County Administrator  
(904) 488-9962

**HERBERT W.A. THIELE**  
County Attorney  
(904) 487-1008

March 20, 1997

Lieutenant Tommy Mills  
Leon County Detention Facility  
535 Appleyard Drive  
Tallahassee, Florida 32304

Dear Lt. Mills,

This letter is to confirm the agreements made during our meeting of March 19, 1997 on the Inmate Labor Program being implemented. The following are the agreements made during the meeting according to my notes:

1. Leon County Public Works will provide: work tools and instruments, rubber boots, gloves, safety signs (design approved in meeting), safety vests (design approved in meeting), supervision and transportation of inmates.
2. The Leon County Sheriff's Department will provide: Inmates, meals, medical treatment as may be needed for on the job injuries, uniforms, work boots, Correctional Officer to work with and provide training to Leon County's Inmate Supervisor for one week, a four-hour orientation for new inmate supervisors.
3. An initiation date to begin working prisoners was selected for April 01, 1997. The Public Information Officers from the Sheriff's Department and Leon County will coordinate press releases and other media involvement.
4. The work week will be 7:00 a.m. to 5:30 p.m. Tuesday through Friday, in order to utilize Public Works existing resources.
5. Leon County Public Works will submit budget provisions in its FY 1997/98 budget for an additional Inmate Supervisor and expand the program to six days a week effective October 1997.

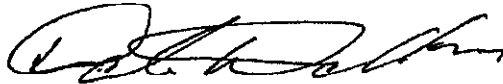
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6. Leon County Inmate Supervisors will be certified through the Florida Department of Corrections and attend an orientation program offered by the Leon County Sheriff's Department.

Please review the above information and advise me if we are in concurrence. If so, I will proceed with the necessary logistics on this end to start the program on April 01, 1997.

We at Leon County Public Works look forward to working in partnership with the Leon County Sheriff's Department, in what we believe will be a popular and effective service to the citizens of Tallahassee and Leon County.

Sincerely,



Dale Walker, C.P.M.  
Transportation Superintendent

Copy to:     Jesse C. Sasser, Director of Operations  
                 Sheriff Larry Campbell  
                 Michael Willett, Public Works Director  
                 Major Keith Daws  
                 Reginald Ofauni, Director of Human Resources  
                 Catherine Arnold, Leon County Public Information Officer  
                 Thomas Jackson, Canopy Road Coordinator  
                 Wilbert Fryson, Stormwater, Supervisor  
                 Captain Robert Tricquet  
                 Captain Carl Bennett